
1. **Call to Order** – *Jon Mark Bernal* 12:20PM
   a. Explanation of how the meeting will work
   b. Purpose of Senate is to be a voice for staff on campus
   c. Introduce officers

2. **Administrative Business**
   a. Quorum __yes___ -- *Heather Coats*
   b. Welcome Guests – *Jon Mark Bernal*
   c. Approve Past Minutes – *Jon Mark Bernal*
      i. Motion: J. Hughes, second: S. Cuevas, all approve
   d. Treasurer’s Report – *Olga Achourkina*
      i. $9530 spent, roughly $20,000 left for FY 2020

3. **Old Business**
   a. Staff Community Engagement Hours – *Jon Mark*
      i. In progress, can staff volunteer using community engagement hours instead of vacation hours, are restrictions, working with Outreach & Engagement Office, supervisor approval, report into Raiders Engaged
   b. Staff Emergency Fund Update – *Jon Mark*
      i. In progress, Staff can apply for emergency funding, apply through Staff Senate committee, money from President’s Office

4. **New Business**

5. **Committee Reports** – open to discussion after each report is given
   *(Voting reports first)*
   a. Constitution & Bylaws – *Kymberli Saldana*
      i. Revise constitution and bylaws
   b. OP Review – *Kymberli Saldana*
      i. Review edits made to TTU Ops and get comments and questions back to HR, General Counsel, EEO Office, etc.
      ii. Review of Fall 2019 OP’s – reviewed 8 Ops in Fall 2019 – 40.08 and 10.05 had major questions
   c. PR Committee – *Amiee Dixon*
      i. Host monthly and annual events for staff on campus
ii. Working Wednesday – 1/29/20 / Physical Plant Room 111/ 2:30 pm
iii. Tech Advantage – 5/20/20 / SUB Ballroom / 2-4pm
d. Nominations – David Cannon
   i. make committee assignments in Senate and place senators on external committees
   ii. New Skilled Crafts/EEO Rep for Exec – David Mireles
e. Elections – Mari Baeza
   i. Fill vacancies and run elections each year
   ii. Elections Updates for 2020-2021
      1. Website, Timeline and Process
      2. Nominations open March 23rd, close April 10th
      3. Elections: 5/18/2020 – 5/20/2020 – you can only vote within your EEO classification, candidate info hosted on Senate website and voting website only
f. Diversity – Keri Shiplet
   i. Support diversity events for staff across campus
   ii. Big XII LGBTQIA & Ally Summit and MLK Week
   iii. Staff Senate Website – Translation powered by Google
g. Scholarship & Awards Committee – Emily Everette
   i. Post application, review, rate and award scholarships; award in Spring, Summer and Fall; $250 for each course up to $500; must be full time staff; DSA through HR
   ii. Spring Scholarship Application Information
      1. Open 1/31/2020 – 2/17/2020
h. Issues – LJ Gould
   i. Help with any issues that are submitted and address them as best we can
   ii. Can submit anonymously but we cannot follow up after resolution
   iii. Fall 2019 Issues highlighted
      1. Lime scooters, intersection at 15th and Akron issue
i. Grievances – Angela Buck
   i. Handle grievances within the Senate
   ii. Mostly handle absence issues
j. Technology – Justin Hughes
   i. Website, Social Media
   ii. Trivia cards in the center of your tables

6. Open Forum Announcements – open to all Senators & Guests
   b. J. Hughes - Feb 7th National Wear Red Day for American Heart Association
   c. R. Bain - Undergraduate Research Conference in March – need reviewers
   d. A. Davis - Student Housing looking for summer student workers
   e. D. Burt – Bravo Board
   f. K. Shiplet – need faculty/staff advisors for student organizations
7. Prizes!!
8. Sticker under your chair wins the cup in the center in the
9. **Adjourn 1:00PM**
   a. Motion: J. Hughes, second R. Bain, all approve